

TOWN OF EAST HAMPTON

ARCHITECTURAL REVIEW BOARD



CHANGES TO COMMERCIAL SITE
APPROVAL APPLICATION

Please consult with Town Code Section 255-7-30 (E). This application must be fully completed and submitted to the Architectural Review Board, along with the following information:

1. Fees: An application fee in the form of certified check, money order or Attorney's check made payable to the Town of East Hampton must be submitted in accordance with the fee schedule below. Fees are entirely nonrefundable once review of the particular application has commenced.
- \$200 for a proposed change
 - \$350 for work that has commenced prior to obtaining proper approval.
2. Two (2) copies (*original plus 1 copy*) of the completed application form
3. Two (2) copies of a CURRENT scaled survey and site plan prepared by a licensed surveyor, accurately showing the location(s) of
- All existing structure(s) on the property
 - Proposed improvement drawn to scale
 - Proposed landscaping
4. Two (2) copies of complete working drawings, including floor plans and elevations drawn to scale; ¼” = 1’ 0”. Note: include on the plans a description of all exterior materials and color. These include roofing, millwork, doors, railings, masonry, etc.

I. APPLICANT INFORMATION:

Applicant or Applicant’s agent is required to attend Architectural Review Board meetings for review of application
Deadline for submission of Application is the first and third Thursday by Noon

Name of Business _____

- A. Property Owner: _____
Address: _____
Telephone _____ Facsimile: _____
- B. Business Tenant: _____
Address: _____
Telephone _____ Facsimile: _____
- C. Agent: _____
Address: _____
Telephone: _____ Facsimile: _____

D. Applicant is the (check one) ☐ Property Owner ☐ Business Tenant

E. CORRESPONDENCE TO BE SENT TO: (check one) ☐ A ☐ B ☐ C

F. Is this application subject to Site Plan Review? (check one) ☐ Yes ☐ No

G. Are there any open code violations on the property? (check one) ☐ Yes ☐ No

If yes, please explain the nature of the violation: _____

NOTE: The Board meets the second & fourth Thursday of every month at 6:00 pm in the Court Room at 159 Pantigo Road, East Hampton, NY 11937.

II. PROPERTY IDENTIFICATION AND LOCATION

- A. Street, House Number & Hamlet: _____
- B. Suffolk County Tax Map Number: 300- _____
- C. Zoning District (circle one): B A A2 A3 A5 MF Other: _____

III. PROJECT INFORMATION

Description of proposed (or existing) exterior changes:

I attest that the above information is complete and accurate to the best of my knowledge.

I, the owner, hereby authorize the Architectural Review Board to enter the subject parcel to review the pending application for ARB approval.

Signature: _____ Date: _____